

APPENDIX D

ELECTRONIC TRANSMISSION OF ELECTION MATERIALS

NOTE: Please refer to individual state guidelines in Chapter 3 to determine if a specific state allows electronic transmission of election materials. Please read all instructions carefully.

If a state allows electronic transmission of election materials, it may allow:

- 1) the citizen to fax the FPCA for registration and/or ballot request,
- 2) the citizen to be sent the absentee ballot by fax,
- 3) the citizen to return the voted ballot by fax,
- 4) or any combination of 1), 2) and 3).

To Send the FPCA by Fax

1. Complete the FPCA legibly using **dark ink** as indicated in Chapter 3, according to each state's requirements.
2. Fax both sides of the FPCA using a copy of the fax transmittal cover sheet included in this Appendix, or other cover sheet containing similar information, indicating sender's full name, fax number (DSN and Commercial, if available) and telephone number.
3. After faxing, mail the completed FPCA to the local election official address as listed under state headings in Chapter 3.

To Receive the Absentee Ballot by Fax

Ballots will be faxed from the local election official to the command fax machine or to an individual's fax machine as indicated on ballot request, for delivery to addressee (voter).

The voter should follow the instructions provided by the local election official in marking and executing the ballot. The voter should vote in private and seal the ballot in the security envelope without any assistance.

To Return the Voted Absentee Ballot by Mail

It is preferred that the voter return the voted ballot to the local election officials by mail, even if the ballot has been sent to the voter by fax.

To return by mail a voted ballot that has been sent to the voter by fax, use the security envelope and ballot transmittal envelope from the Federal Write-in Absentee Ballot (SF-186), if available. Detach the envelopes from the rest of the form. The voter should then place the voted ballot in the security envelope, seal it and place the sealed security envelope in the transmittal envelope and mail it immediately to the local election official.

If no SF-186 forms are available, use two plain envelopes. Mark one as the security envelope and the other as the transmittal envelope for mailing. Follow the instructions provided with the ballot.

To Return the Voted Absentee Ballot by Fax

If the voter determines there is not sufficient time to return the ballot by mail and the state allows receipt of a voted ballot by fax, the voted ballot may be transmitted by fax. The voter should follow the instructions provided by the local election official in marking and executing the ballot. Mark the ballot and print legibly in **dark ink** or type.

The voter must understand that by faxing the voted ballot, he/she is waiving the right to secrecy of the ballot. The voter must sign a statement on the fax transmittal cover page indicating, "I understand that by faxing my voted ballot I am voluntarily waiving my right to a secret ballot." This must be followed by the signature of voter. The voter is advised to obtain and retain a receipt of the date and time the voted ballot was faxed.

Use a copy of the fax transmittal cover sheet included in this Appendix, or other cover sheet containing similar information, indicating the name, telephone number and fax number of the sender, the name and SSN of the voter, and the complete destination address for the ballot (as found under the respective state headings in Chapter 3).

IMPORTANT: Voting Assistance Officers are reminded that they are performing duties in an official capacity and are obliged to protect the integrity of the electoral process and the confidentiality of the voter and his/her vote.

All voting materials must be transmitted through the following numbers:

DSN 223-5527
(703) 693-5527
(800) 368-8683

DO NOT fax any election materials directly to local election officials even though fax numbers may be included on transmittal cover pages with the ballots. The above numbers are the only numbers used to electronically transmit any election materials in order to protect the integrity of the voting process and to provide an audit trail if needed.

Assistance Available

Technical assistance is available by calling the Electronic Transmission Hotline in the U.S. at **(800) 966-8683**. If you are calling from outside the U.S., call the Federal Voting Assistance Program using one of the international toll-free numbers listed on the inside back cover of this *Guide*, DSN 225-0663 or call commercial (703) 695-0663.

Questions concerning policy for use of the system may be directed to the Federal Voting Assistance Program at any of the following numbers: DSN 225-0663, (703) 695-0663, or (800) 438-8683, or through the international toll-free numbers listed on the inside back cover. All written correspondence should be directed to the Director, Federal Voting Assistance Program, 1B457 Pentagon, Washington, DC 20301-1155 or by e-mail to vote@fvap.gov.

| Official Election Materials - Electronic Transmission Sheet Transmittal (Cover) Sheet from Absentee Voter to Local Election Official | |
|---|--|
| TO: City/County Board of Elections _____ State _____ Telephone Number _____ Fax Number _____ Street Address _____ City _____ State _____ Zip Code _____ | |
| FROM: Last Name _____ First Name _____ Middle Name _____ Telephone Number _____ Fax Number _____ Social Security Number _____ Date of Birth - MM/DD/YY _____ Street Address _____ City _____ State or Country _____ Unit/Ship _____ Postal Code / APO/FPO _____ Service (Circle One): Army Navy Air Force Marine Corps Coast Guard Other _____ | |
| If a VOTED BALLOT is being faxed, sign below: "I understand that by faxing my voted ballot I am voluntarily waiving my right to a secret ballot." Signature _____ Date _____ | |
| Number of pages being transmitted, including this sheet _____ Fax ONLY to one of these numbers: 703-693-5527, 1-800-368-8683, or DSN 223-5527 | |
| Federal Voting Assistance Program Use Only - DO NOT Complete this Section Date Received _____ Time Received _____ Date Sent _____ Time Sent _____ Transaction Number _____ Processed By _____ | |

